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SOLICITATION NO.: USAID-2020-24

PIID# 72049220R10024

ISSUANCE DATE: 30 September 2020

CLOSING DATE/TIME: 14 October 2020 / 11:59PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) under Local Compensation Plan

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** USAID-2020-24

2. **ISSUANCE DATE:** 30 September 2020

3. **CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** 14 October 2020 / 11:59PM

4. **POSITION TITLE:** Administrative Assistant, FSN-08

5. **MARKET VALUE:** Php 638,092.00 – Php 989,048.00 basic salary p.a. equivalent to FSN-08 in accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of the U.S. Embassy Manila. The salary offer will be based on a combination of the candidate's salary history and of the U.S. Embassy Manila's LCP, and will be within the annual range listed above.

6. **PLACE OF PERFORMANCE:** The position is based in Manila, Philippines.

7. STATEMENT OF DUTIES:

The job holder serves as Administrative Assistant to the Regional Controller (Controller) and heads the administrative section of the Regional Financial Services Center (RFSC) at USAID/Philippines, a regional office which manages programs for the Philippines, Mongolia, Japan, Office of the Inspector General (OIG) Asia, Office of Foreign Disaster Assistance (OFDA) in Manila, and the twelve Pacific Island countries. The incumbent assumes overall responsibility for the office management functions in the RFSC, composed of 2 U.S. Direct Hire (USDH), 20 Foreign Service National (FSN) and 1 Eligible Family Member (EFM) employees. The incumbent also serves as the sub-cashier to the U.S. Department of State's Class-B cashier and is accountable for PHP 100,000 (USD 2,000), and handles all petty cash disbursements. The incumbent is also the audit liaison, who tracks all open audit recommendations and liaises between RFSC and OIG Asia staff as well as Washington Audit, Performance and Compliance division. As the designated file custodian and principal e-librarian for RFSC, the incumbent is responsible for overseeing the proper maintenance of the Controller vital records in Documentum/Agency Secure Image and Storage Tracking System (ASIST). The incumbent is also assigned as the Declining Balance Card (DBC) administrator for USAID/Philippines, responsible for crediting cash advance limits on DBCs assigned to international travelers.

Major duties and responsibilities include:

A. SECRETARIAL AND ADMINISTRATIVE (50%) – Serves as the focal point for coordination on matters requiring consideration, resolution or decision at the Controller's level. Assures that all matters being brought to the attention of the Controller have already been given consideration by all appropriate and/or concerned staff. Acts as liaison in the dissemination of the Controller's instructions or tasks to staff. Receives and reviews all incoming and outgoing correspondence. Records in the electronic Document Control Register those communications that require action, and refers documents to appropriate staff, based on knowledge of the functions and program elements of the office. With minimal supervision, the incumbent must constantly monitor the effectiveness of document control procedures and initiate procedural changes, as necessary, to maintain the speed and quality of documentation flow within the office and between RFSC and all other offices. Assures that documents prepared for the Controller's action meet required standards; that they are submitted in a timely fashion; that all appropriate staff clearances and coordination have been completed; that actions which deviate from existing policies, regulations, and standards are made fully evident to clearing and approving offices, that documents are clear and concise, and that material not requiring RFSC consideration is acted upon elsewhere in the USAID/Philippines as appropriate. Drafts, types, formats and/or proofreads for grammar and punctuation various documents such as letters, memoranda, cables and other necessary correspondence for the Controller and, upon request, for other RFSC staff relative to specific assignments or in answer to received correspondence. Briefs the Controller on the background, history or progress of various administrative or fiscal matters within the scope of the Regional Controller's office. Answers and screens calls and tactfully refers these to the RFSC staff or to other offices as appropriate. Responds to routine inquiries and interprets RFSC's office operating procedures to employees. Clarifies the scope and purpose of meetings that potentially require the attendance of the Controller. Provides the Controller and the other participants with all the necessary background documentation and assures that all action assignments resulting from such meetings are completed. Consolidates inputs or updates from the Controller and supervisors for the weekly RFSC notes. Arranges and attends RFSC staff meetings, takes minutes and follows-up on the implementation of decisions made therein. Makes all logistical arrangements related to meetings, conferences, workshops, prepares agenda, drafts remarks, talking points, minutes/notes, and reviews them with the Controller before distributing to participants. Updates and prints RFSC briefing notes for new staff arrivals at post. Prepares requests for travel for the Controller and all RFSC staff members and arranges travel as necessary. Prepares country clearance cables. In coordination with the Executive Office (EXO) staff, arranges all logistical support and in-country travels for USAID employees on temporary duty (TDY) to Manila and those under the Controller's purview. Maintains their respective calendars and arranges meetings for them during their temporary assignment. As the designated file custodian for RFSC, the incumbent establishes and maintains subject matter files to meet current needs and demands for material. Also maintains RFSC's file inventory and records disposition plan and instructs other staff members on the USAID's official records management requirements. Designs and maintains centralized working files in the Local Area Network (LAN) public directory dedicated to Controller's office use for quick and easy retrieval. As the principal e-librarian for the Controller's Office, the incumbent guides and instructs other staff members on the USAID/Philippines' official e-file system – Documentum/ASIST, and is responsible for ensuring that RFSC vital records are maintained complete and up-to-date in Documentum/ASIST. Maintains time and attendance reports for all RFSC staff. Designs and updates Annual Leave Plan to serve as a tool for the Controller and supervisors to manage staff leave. Updates the RFSC Office Organizational chart. Manages RFSC office supplies inventory ensuring stock availability and proper accountability for use. Collects RFSC staff Individual Learning and Training Plan (ILTP) and coordinates completion and submission of RFSC's training plan for the Controller's review and approval.

B. CASHIERING (25%) – Manages, controls, and accounts for cash advance of PHP 100,000 (USD 2,000) from the U.S. Embassy Class-B cashier. Makes petty cash voucher payments not exceeding USD 500 per transaction. Works closely with the EXO/Procurement staff for various emergency purchases and payments. Makes cash and check payments to vendors/suppliers, employees, contractors, etc. after verifying the authenticity of each transaction to ensure that it has been duly authorized, approved and properly documented. Replenishes cash from the U.S. Embassy cashier as needed. Reconciles records per guidelines set by the Department of State/U.S. Disbursing Office (USDO) for sub-cashiers. Maintains detailed records of all transactions performed with cashier funds to ensure all transactions are completely recorded and thereby reflect accurate financial records for USAID/Philippines. Manages the USAID/Philippines' Declining Balance Card (DBC), a system that provides cash advances to international travelers through a bank debit card. As the assigned DBC administrator for USAID/Philippines, incumbent ensures that international travelers are provided their travel advances prior to authorized travel. Upon approval of a cash advance request, incumbent assigns a travel debit card, credits the approved cash advance amount as credit limit, and initiates a change in the Personal Identification Number (PIN) associated with the assigned card. Releases the DBC to the traveler at least three days before actual travel, or as necessary. Upon a traveler's return, generates statements of account and provides guidance on the preparation of inputting cash advances outside the USAID End-to-End Travel

(E2) system. Zeroes out DBC account limits upon return of a traveler. Ensures that DBCs are returned upon completion of travel. Maintains a DBC database that tracks card assignees, approved limits, travel destinations and dates, release and return dates of the card, and amount used. Prepares a public voucher (SF1034) to facilitate payment of monthly DBC statements. In coordination with the Supervisory Voucher Examiner and as approved by the Controller/Deputy Controller, permanently assigns DBCs to frequent travelers.

C. AUDIT AND FINANCIAL REVIEW MANAGEMENT (25%) – The incumbent is the principal person in RFSC for compiling and tracking to completion the audit/review plans for foreign based for-profit, non-profit, and governmental organizations. Audit and review include the Recipient Contracted Audits (RCAs), Agency Contracted Audits (ACAs), Financial Reviews (FRs), and audits performed by a Supreme Audit Institution (SAI).

The incumbent:

Separately tracks audit recommendations in the Agency's Consolidated Audit and Compliance System (CACS) and inputs final action requests. Assists the Contract/Agreement Officer and the Financial Analysts to produce official memos/reports such as Management Decision and Closure Memos for audit recommendations. Populates the management decisions and closure memos in the CACS system to be accessed by the USAID/OIG, the Asia Bureau, and the Performance and Compliance Division of USAID's Chief Financial Officer's (CFO) office. Provides weekly report generated from CACS and the RFSC system to the Controller and Deputy Controller to be discussed during the weekly Senior Staff Meetings. Provides timely notification to relevant Financial Analyst (FA), Supervisory FA and Controller/Deputy of any pending management decision and final actions which will ensure timely closure of recommendations. Generates Audit Notification Memos to initiate audits of USAID/Philippines' local implementing partners. Tracks pre-award surveys in RFSC's tracking system. Provides timely notification to FA, Supervisory FA, and Controller/Deputy on timely completion of recommendations. Updates vendor information and inputs data culled from financial reviews and pre-award surveys into USAID's Tracking Audit Consolidated System (TRACS).

SUPERVISORY RELATIONSHIP: Works under the direct supervision of the Regional Controller. Supervision of other staff is not contemplated.

8. AREA OF CONSIDERATION: Open to all interested individuals who are Filipino citizens or non-Filipino citizens lawfully admitted for permanent residence in the Philippines, and who also have the required work permits. USAID/Philippines does not sponsor work permits.

9. POINT OF CONTACT: Human Resources Division via aidmnlhr@usaid.gov

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education – The minimum education requirement is the completion of secondary schooling and two or more years of post-secondary schooling in Secretarial Science or Business Administration, equivalent to a U.S. junior college or community college diploma, if education was acquired in the U.S. –OR– completion of a college degree in Secretarial Science or Business Administration, if education was acquired in the Philippines.

Note: Additional education may NOT be substituted for Experience.

b. Prior Work Experience – Minimum of three (3) years of progressively responsible experience in secretarial/administrative position or office management or program support is required. At least two (2) years of this should be related work in USAID, the United States Government (USG), non-government organizations, other donor organizations, Philippine Government agencies or international or local organizations where English language is routinely used in the workplace. One year (1) of experience in cashiering is also required.

Note: Additional experience may NOT be substituted for Education.

c. Language Proficiency / Communication Skills – Must have excellent communication skills in English and Tagalog, both in oral and in written forms, to be able to communicate effectively with USAID staff and external contacts at various levels.

d. Job Knowledge – Must have a good working knowledge of office management, file and records management, mail handling and correspondence, travel arrangements and in organizing meetings. Must have the ability to quickly gain knowledge of applicable USG regulations pertaining to processing and accounting cash. S/He must have good understanding and the ability to implement controls over the custody and processing of large amount of cash and a clear understanding of the concept of accountability attached to it.

e. Skills and Abilities – Must be able to perform multiple functions concurrently. Must have very good organization and planning skills. Ability to communicate effectively with all levels of staff within USAID/Philippines and with outside contacts. Must be able to function honestly and effectively while processing cash. Must be able to understand and apply a system of checks and balances and proper documentation.

III. EVALUATION AND SELECTION FACTORS

1. Education (5%)
2. Prior Work Experience (15%)
3. Language Proficiency / Communication Skills (20%)
4. Job Knowledge (30%)
5. Skills and Abilities (30%)

Additional Notes:

- USAID reserves the right to reject any and all applicants.
- Only short-listed applicants will be notified.
- To be a competitive candidate, the applicant must meet the minimum requirement of each of the Evaluation and Selection Factors.

IV. HOW TO APPLY:

1. Interested applicants are required to submit **all** of the following documents:
 - a. application letter
 - b. comprehensive résumé, and
 - c. transcript of records (TOR) reflecting date of graduation
2. Applications must be received by **14 October 2020 / 11:59PM**, and submitted via email to aidmnlhr@usaid.gov
3. All applicants are requested to prominently indicate the solicitation number (Solicitation No.: **USAID-2020-24**) in the subject line of their email submission.

V. BENEFITS/ALLOWANCES

The compensation package includes mid-year and year-end bonuses, health and life insurance, and a supplementary retirement plan.